

SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS
Administration Committee Minutes
February 3, 2005

THE FOLLOWING MINUTES ARE A SUMMARY OF ACTIONS TAKEN BY THE ADMINISTRATION COMMITTEE. AUDIO CASSETTE TAPES OF THE MEETING ARE AVAILABLE FOR LISTENING IN SCAG'S OFFICE.

The Administration Committee of the Southern California Association of Governments held its meeting at the SCAG Offices, 818 W. 7th Street, 12th Floor, Los Angeles, CA 90017. The meeting was called to order by the Vice-Chairperson, Vice-Mayor Sidney Tyler, Jr., City of Pasadena. There was a quorum.

1.0 CALL TO ORDER

Vice-Chairman Sidney Tyler, Jr. called the meeting to order at 9:20 a.m.

Committee Members Present:

Mayor Jim Aldinger	City of Manhattan Beach
Mayor Harry Baldwin	City of San Gabriel
Mayor Margaret Clark	City of Rosemead
Councilmember Lee Ann Garcia	City of Grand Terrace
Supervisor Hank Kuiper	County of Imperial
Mayor Ron Loveridge	City of Riverside
Supervisor Judy Mikels	County of Ventura
Mayor Pro-Tem Greg Pettis	City of Cathedral City
Councilmember Bea Proo	City of Pico Rivera
Councilmember Ron Roberts	City of Temecula
Vice Mayor Sidney Tyler	City of Pasadena
Councilmember Dennis Washburn	City of Calabasas
Mayor Toni Young	City of Port Hueneme

Committee Members Absent:

Mayor William Alexander	City of Rancho Cucamonga
Councilmember Paul Bowlen	City of Cerritos
Councilmember Mike Dispenza	City of Palmdale
Mayor Richard Dixon	City of Lake Forest
Mayor Pro-Tem Keith McCarthy	City of Downey
Councilmember Paul Nowatka	City of Cerritos
Councilmember Pam O'Connor	City of Santa Monica
Councilmember Deborah Robertson	City of Rialto
Mayor Bob Yousefian	City of Glendale

Staff Present:

Heather Copp	Chief Financial Officer
Charlie Wagner	Manager of Finance
Ed Paul	Internal Auditor

Others Present:

Zahi Faranesh
Catherine McMillan

SCAG
CVAG

2.0 PUBLIC COMMENT PERIOD

No public comments.

3.0 CONSENT CALENDAR

The Consent Calendar was APPROVED (Judy Mikels), SECONDED (Ron Loveridge) and UNANIMOUSLY APPROVED with the exception of Items 3.1.2 (Cambridge Systematics, Inc. and Digital Mapping), 3.1.3, and 3.1.4.

3.1 Approval Items

3.1.1 Approval of January 6, 2005 Minutes

3.1.2 Approval of Contracts

- Cambridge Systematics, Inc.
Heather Copp informed the Committee that the protest has not been finalized and resolution should be made by February 9, 2005 and will be back on the agenda next month.
- Illium Associates, Inc.
- Sapphire Technologies
- Digital Mapping
This item should be pulled entirely from the agenda due to IVAG deciding not to upgrade the photo resolution.

3.1.3 Approval of Additional Time to Resolve Issues of the Cost Recovery Policy

Heather Copp reported that because there are significant changes to the policy, it will need to be brought to the Audit/Best Practices Subcommittee for review and approval. Therefore, she is requesting a 90 day extension to bring this item back to the Administration Committee.

Judy Mikels asked that Heather highlight within the budget narrative where this could be an issue.

This item was MOVED (Jim Aldridge), SECONDED (Judy Mikels), and UNANIMOUSLY APPROVED.

3.1.4 Approval of AMPO 2005 Membership Dues of \$18,750

Judy Mikels reported that it is her opinion that SCAG should pay the supplemental and become a full member of NARC. It appears that AMPO is staff driven and is headed in the wrong direction. Most of the major MPO's are full members of NARC except SCAG and 2 or 3 others. Judy Mikels has full faith in the transportation department in NARC and the efforts on the hill regarding TEA-LU.

It was MOVED (Judy Mikels), SECONDED (Toni Young), and UNANIMOUSLY APPROVED not to approve membership in AMPO but to move our transportation membership, as well as our general membership to NARC as an organization and to adjust the budget accordingly.

3.1.5 Approval of Sponsorship for Distribution Management Association Dinner Event

3.2 Receive & File

3.2.1 Contracts & PO's between \$5,000-\$25,000

3.2.2 State and Federal Legislative Matrix

4.0 ACTION ITEMS

4.1.1 Amend Line Item Budget – FY 2004-05 Indirect Cost Budget

Heather reported that finance is attempting to align the expenses budget where we are actually planning on expending the dollars through the rest of the fiscal year.

Lee Ann Garcia raised concern with relying on outside IT professional services.

Heather responded that this is the direction we plan on going with in the future with our IT department. Since IT technology is constantly changing, it is more cost effective to contract out for the services expertise.

Lee Ann Garcia asked that a recap of in-house staff vs. outside staff be prepared and reported back to the Committee.

Heather replied that she will provide a recap of what the IT implementation plan involves, both short term and long term, because it is a big part of the budget for next year.

This item was MOVED (Jim Aldinger), SECONDED (Judy Mikels), and UNANIMOUSLY APPROVED.

4.1.2 Approve FY 2004-05 OWP Amendment #3

This item was MOVED (Toni Young), SECONDED (Judy Mikels), and UNANIMOUSLY APPROVED.

4.1.3 Establishment of New SCAG Awards & Retirement of the Hagman Award

This item was MOVED (Toni Young), SECONDED (Judy Mikels), and UNANIMOUSLY APPROVED.

4.1.4 New SCAG Policy Re: Closed Sessions By Member Agencies

Colin Lennard reported that as a result of a new amendment to the Brown Act, effective January 1, 2005, it allows us to adopt a policy which would permit any single member of the JPA, if we hold a close session here and it has a direct liability or financial effect on one of our member agencies, then that person can go back to their city or county and hold a closed session at their agency to get a full report of what took place. It also allows alternates to attend the closed session as well.

The same confidentiality will apply not only to the closed session here, but the session that is held back at the city or the county.

This item was MOVED (Toni Young), SECONDED (Ron Loveridge), and UNANIMOUSLY APPROVED.

4.1.5 Approval of MOU Re: Multi-County Goods Movement

Heather reported that there was a perception for a good amount of time that MTA was going to be the lead on this project and that they would be using their contracting process to hire the consultant. Hasan Ikhrata and Nancy Pfeffer are asking that the Regional Council grant an exception to this project in order to pursue this relationship and keep this project moving. This exception would only be made with the criteria listed.

Karen Tachiki reported that there has been an indemnification provision drafted that will go into the contract and MTA is agreeable to all of the provisions.

SCAG will also be approving the consultant selection process so that we will be assured that this process is consistent with what we would have done.

Heather reported that there is a safeguard for disallowed costs, which would require that SCAG be reimbursed immediately.

The item was MOVED (Ron Loveridge), SECONDED (Harry Baldwin), and UNANIMOUSLY APPROVED.

It was MOVED (Judy Mikels) to include the language that "This is a one time exception, given the importance of goods movement", SECONDED (Ron Loveridge) and UNANIMOUSLY APPROVED.

5.0 INFORMATION ITEMS

5.1 Monthly Financial Report

Heather Copp reported that SCAG continues with a positive cash flow and has not had to utilize the line-of-credit for a significant amount of time. There has been a significant deduction in interest costs than were foreseen.

We are working on improving the receipt of consultant and subregional invoices. We are trying to get them to submit them on a more consistent basis or at least monthly for consultants and quarterly for the subregions.

5.2 Certification Status

Heather reported that on January 18-20, 2005, FHWA and FTA were here for the Certification Review, which is conducted every three years. The three days went very well and we were commended for our proactive dialogue during the RTP and TIP process with the transportation commissions and stakeholders. We will be cited for one issue, transit operators, although they did note that there was some confusion in the process and they will be taking a bit of the blame for that issue. We received three recommendations 1) develop a citizen's guide, 2) develop environmental justice measures for freight and rail, and 3) continue efforts with interagency and other agency stakeholder coordination.

A final report should be provided in approximately 9-12 months.

6.0 CFO STAFF REPORT

Heather Copp reported that Item 3.2.3 approval of expenditure of up to \$1,500 for printing costs of the consensus program was inadvertently left off the Administration Committee Agenda for information.

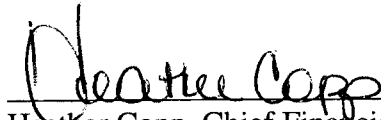
Heather Copp reported that FHWA has approved our budget amendment #2 and Caltrans is still reviewing and may be approved within the next two weeks.

7.0 FUTURE AGENDA ITEMS

8.0 ANNOUNCEMENTS

9.0 ADJOURNMENT

Vice-Chairman Sidney Tyler adjourned the meeting at 10:03 a.m.

A handwritten signature in dark ink, appearing to read "Heather Copp", is written over a horizontal line.

Heather Copp, Chief Financial Officer
Staff to the Administration Committee